

MINUTES

INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT

WORKFORCE PROFICIENCY PANEL

June 17, 2002

Minute No. 1

Call to Order

Jim Edwards, Chair, called the meeting of the Workforce Proficiency Panel to order.

Minute No. 2

Roll Call and Determination of a Quorum

It was established no quorum was present. Panel members present were Jim Edwards and Jerry Seager. Members absent were James Pittman, Mike Hayes, Ron Christ, Johnny Alderman, B. J. Bischoff, Kathy Sutton and Marianetta Blackwell.

Minute No. 3

Consideration of the April 15, 2002 Minutes, Document 02-2 Workforce Proficiency Panel

Panel member Seager approved minutes of the April 15, 2002 Minutes, Document 02-2 of the Workforce Proficiency Panel. Seconded by Chair Edwards; motion carried. (Copy filed with official Minutes.)

Minute No. 4

Discussion Item: Certificates of Technical Achievement

Mr. Fields introduced Ms. Libby Richie to the Panel. Ms. Richie is a business teacher at Morristown High School and is on a two week internship with Tech Prep.

Mr. Fields updated the Panel on the Certificate of Technical Achievement (CTA) Report. (Copy filed with official Minutes.) Tech Ed staff have made changes to this report as directed by the Panel. The CTA report is currently updated on the internet monthly. This report is composed of five separate reports. Each report shows different aspects of the CTA process. The report shows the increase in CTA's from the April 15 meeting. The Regional CTA reports are created using the Workforce Service Areas. Region 4 was consolidated with Regions 3 and 5. Additional reports may be created to show CTAs by school, county, or teacher. Discussion on the CTA report followed.

Minute No. 5

Discussion Item: Vincennes Pilot Project

Mr. Fields introduced Suzanne Wheeler, Program Manager, Business Modernization, and Technology (BMT) to speak to the Panel on the outcomes of the Vincennes Pilot Project. Ms. Wheeler introduced Soni Jones, DWD Workshop Coordinator to explain the training process for the project.

Ms. Jones provided the Panel with a power point presentation of the training program instructors had when starting the pilot project. (Copy filed with official Minutes.) The training program provides the instructor with the history and background of the Indiana Essential Skills & Technical Proficiency Initiative (IESTI) and the benefits of the Certificates of Technical Achievement (CTA) to business, education, student, and incumbent worker. Most of the instructors in the Vincennes project had prior experience with the CTA program. The training also included the ten core of advanced manufacturing and the steps needed to obtain each core. Six instructors participated in the Vincennes Pilot Project. The initial training for this project started in September, 2001 and was completed at the end of the school year in 2002. Five teachers submitted their scenario assessments for a total of 26 students. Each student had to complete the ten core.

John Ludlow, Vincennes University stated the participation and enthusiasm from both student and instructor has been excellent. Vincennes is planning to expand the pilot project next year to include additional instructors and students. Students that completed this program automatically received three (3) credit hours at Vincennes University. Mr. Ludlow stated the pilot project not only gave the students the mechanical aptitude needed, but also the communication skills needed to become a better student and employee.

Neil Klockow, IESTPI Facilitator spoke to the Panel from an instructor's perspective. The transition was to have the student consider the system of advanced manufacturing, rather than the project they were working on. This project provided Vincennes University with additional information on the student's abilities and skills. The participating students were secondary students in metalworking and machine trades.

Ms. Wheeler distributed support information on the Vincennes Pilot Project to the Panel. (Copy filed with official Minutes.) Neil Klockow and John Ludlow are presenting at the Machine Tool Trades workshop on June 18. Instructors will attend a meeting in August, 2002 to discuss feedback from the pilot project. Recruitment of additional instructors will take place at this meeting. Discussion on the Vincennes Pilot Project followed.

Mr. Fields thanked John Ludlow, Suzanne Wheeler, Soni Jones, and Neil Klockow for their presentation and participation in the Vincennes Pilot Project.

Minute No. 6

Discussion Item: Information Items

Mr. Fields stated the English Works Project would be held again for the third summer. Mr. Tim Martin affirmed approximately twenty (20) companies participated in this project in 2001. This project provides basic safety for non-English speaking incumbent workers. Over eight companies awarded three hundred fifty CTA's for the basic safety scenario. Fourteen companies and eighteen teachers will be participating in the project this summer. The project lasts for seven weeks in which the non-English speaking incumbent worker will learn basic safety skills. This will amount to thirty hours of class time for each individual. Ms. Soni Jones will be training the teachers for this project. Discussion on the English Works Project followed.

Mr. Fields updated the Panel on the Childcare Proficiency Initiative. Mr. Matt Crites, Technical Education Specialist and Ms. Soni Jones have been giving two-day training sessions with childcare instructors from across the state. Over thirty-six instructors were trained on the IESTP Childcare Initiative in June. At the end of the two-day training, instructors were writing scenario assessments to incorporate in their classrooms. Most programs run daycare/preschool facilities in their career centers and/or high schools. These assessments will not only include students, but also employees of the childcare facilities. Twenty-three CTA's in childcare have been awarded to date.

Mr. Fields stated the new ISO standards would focus on individual knowledge and skills rather than focusing on the company as a whole.

A member from the American Welding Society (AWS) will be attending the August 19 to speak to the Panel. Mr. Fields would like for all Panel members to be in attendance. Panel members will be contacted prior to the August meeting. If a quorum will not be present at the August meeting, AWS will be rescheduled for October 21.

Minute No. 7

Discussion Item: Other

Chair Edwards stated southwest Indiana developed six (6) skill steps through an Advance Indiana Grant. Chair Edwards would like to have presentations done in southwest Indiana on the IESTPI and CTAs.

Ms. Wheeler stated BMT is working with LaPorte County with A.K. Smith Career Center and the Chamber of Commerce on a pilot project to connect the career center with manufacturing.

Minute No. 8

Adjournment

Chair Edwards declared the meeting adjourned.

Date_____ Chair_____ Secretary_____
James D. Edwards Jerry Seager